



West Fargo City Commission Meeting
Monday June 15, 2020
Commission Chambers 5:30 PM

The West Fargo City Commission met on Monday, June 15, 2020, at 5:30 pm. Those present were Commissioners Bernie Dardis, Brad Olson, Eric Gjerdevig, Mark Simmons and Mike Thorstad. The President of the Board, Bernie Dardis, called the meeting to order.

The Pledge of Allegiance was recited.

There were no proposed changes to the Order of Agenda. Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve the Order of Agenda as presented. No opposition. Motion carried.

Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the minutes of June 1, 2020 as presented. No opposition. Motion carried.

The Commission reviewed the Building Department Activity and Monthly Comparison Reports dated June 12, 2020 and Building Permits #280-315. Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the Building Permits as presented. No opposition. Motion carried.

Commissioner Simmons moved and Commissioner Olson seconded to approve the following items from the Consent Agenda:

- a. Bills
- b. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, and Paddlewheels with Tickets at Traditions Restaurant & Bar, 333 Sheyenne Street #116.
- c. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, Paddlewheels with Tickets and Paddlewheel Table at Blarney Stone Pub, 1910 9th Street E.
- d. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, Paddlewheels with Tickets and Paddlewheel Table at M & J Saloon, 817 Main Avenue W.
- e. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, and Paddlewheels with Tickets at Hooligans, 509 32nd Avenue W.
- f. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports



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Pool, Twenty-One, Poker, Paddlewheels with Tickets and Paddlewheel Table at Rookies Sports Bar, 715 13th Avenue E.

- g. Gaming Site Authorization for the West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Club Special, Tip Board, Seal Board, Punchboard, Prize Board, Sports Pool, Twenty-One, Poker, Paddlewheels with Tickets and Paddlewheel at PubWest, 3140 Bluestem Drive.
- h. Games of Chance for Blessed Sacrament. Games to be conducted: Bingo, Raffle and Calendar Raffle on 7-1-2020 through 6-30-2021 at Blessed Sacrament 210 5th Avenue W.
- i. Gaming Site Authorization for the West Fargo Rural Fire Department. Games to be conducted: Bingo, Pull Tab Dispensing Device, Twenty-One and Poker at Speedway Event Center 680 Main Avenue W.
- j. Pledging of Securities Collateral - April 30, 2020.
- k. Final Plat Approval with conditions listed in staff report for Center at 7th Third Addition, a replat.
- l. Schedule a Public Hearing on the Rezoning for City Vision Addition, a Replat and Rezoning from A: Agricultural to LI: Light Industrial, at 5:30 pm on July 6, 2020.

No opposition. Motion carried.

Tim Solberg, Director of Planning and Zoning, appeared before the Commission to discuss a Conditional Use Permit for an accessory building in an agriculturally zoned district at 3605 2nd Street East. After discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the Conditional Use Permit for 3605 2nd Street E with the nine provisions noted in the Planning and Zoning Staff Report. No opposition. Motion carried.

Dustin Scott, City Engineer, appeared before the Commission to present a final review of the Capital Improvement Plan (CIP). Mr. Scott presented an overview of the plan. He discussed the process steps to include an assessment of existing conditions, identifying needs, identifying improvements, identifying funding sources, preliminary budget analysis, staff/commission review process and the adoption process, which may be done on a yearly basis. After discussion, Commissioner Simmons moved and Commissioner Gjerdevig seconded to adopt the Capital Improvement Plan, 2020, as presented. No opposition. Motion carried.

Dustin Scott, City Engineer, appeared before the Commission to discuss Task Order No. 31-1 for professional services relating to Sewer, Water, Storm, and Street Improvement District No. 1331 – Wilds 20th Addition. The developer requested this task order, and after discussion, Commissioner Olson moved and Commissioner Gjerdevig seconded to approve Task Order No. 31-1 with the estimated fee of \$ 454,500. No opposition. Motion carried.



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Dustin Scott, City Engineer, appeared before the Commission to discuss the Sheyenne Street Downtown Improvement project, designated as Street Improvement District No. 2252. The downtown improvements for Sheyenne Street extend from Main Avenue to just past 6th Avenue. This project includes narrowing the existing roadway width, traffic calming, reduce access locations, reduce crossing distance at intersections, mitigate safety concerns, improve lighting and provide street scaping. The project would also replace City utilities and infrastructure identified as a priority for replacement in the Core Area Infrastructure Master Plan study, including water main, sanitary sewer, and storm sewer. After much discussion, the Commission agreed to remove the street portion of the project. Two motions are before the Commission. For the first motion, Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve the creation of Street Improvement District No. 2252 and direct the City Engineer to Prepare the Engineer's Report for Street Improvement District No. 2252 for the water/sewer portions of the project only. No opposition. Motion carried. The second motion, Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the Engineer's Report and direct the City Engineer to prepare detailed plans and specifications for the construction of Street Improvement District No. 2252, for the sewer/water portions of the project only. No opposition. Motion carried.

Dustin Scott, City Engineer, appeared before the Commission to provide construction updates. Minimal construction updates: the DOT has removed the flashing yellow lights at 32nd Avenue and it will operate without the flashing yellow lights for about 2 weeks. No action requested.

Tina Fisk, City Administrator, appeared before the Commission and presented the following items for the City Administrator's Report:

1. 6/22/2020, swearing in of new Commissioners and discussion of reorganization of portfolio Commissioner responsibilities will take place.
2. 6/24/2020, Ms. Fisk will take part in a panel with the Home Builder's Association to discuss special assessments.
3. 6/25/2020, The Lights Plaza Open House takes place at 11:00 am.
4. 6/30/2020, Onboarding will take place with the Commission. Department heads will share insight of department functions and responsibilities.
5. Nick Lee attended the equalization meeting and there were no overturns. Thank you to Nick and his staff for an outstanding job.
6. 2021-budget process is moving along.
7. Communications staff have been meeting with West Fargo events and discussing branding.
8. 7/14/2020, Ribbon Cutting Ceremony at the Plaza.
9. Ms. Fisk asked Melissa Richard, Communications Director, to address the Commission. Ms. Richard discussed a 4th of July fireworks show that will take place at the Lights Plaza at 10:00 pm and will last 10-15 minutes. Ms. Richard is requesting \$4,000 to sponsor the event. After discussion, Commissioner Gjerdevig



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moved and Commissioner Thorstad seconded to approve \$4,000 towards the event for City sponsorship. Commissioner Simmons abstained. No opposition. Motion carried.

Tina Fisk, City Administrator, stated there were nice letters and cards received and will share with the Commission, after the meeting. Commissioner Dardis shared that he received a letter from Grand Forks Mayor Brown thanking Commissioner Dardis for being present at Officer Holte's funeral. Commissioner Dardis shared that he received a letter from the Hillsboro Mayor sharing support of how West Fargo has been handling the protests. He also shared that he received a letter of thanks from the Arts Partnership.


Commissioner Dardis had some non-agenda items:

- Formal public welcome to Lauren Orchard, the new Director of Economic Development.
- Congratulations to newly elected Mandy George, who was present, and to Commissioner Simmons on his re-election.
- Thank you to Commissioner Thorstad for serving on the Commission for 12 years and has decided to forego his seat.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. No opposition. Meeting adjourned.



Bernie Dardis, Commission President



Tina Fisk, City Administrator